

## **M E M O R A N D U M**

**TO:** All Department and School Fiscal Officers

**FROM:** Trisha L. Neely, Director

**DATE:** October 18, 2004

**SUBJECT: DFMS-MOBIUS REPORTS TRAINING**

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Mobius On-line Reports training will be conducted at the DTI Computer Lab, 801 Silver Lake Plaza, William Penn Building, in Dover on the following dates:

- PM sessions; December 6<sup>th</sup> PM or December 8<sup>th</sup> PM
- AM sessions; December 7<sup>th</sup> AM or December 9<sup>th</sup>

All classes are approximately two hours; AM classes begin at 9 AM; PM classes begin at 2 PM.

This is the same course offered last year and geared for new DFMS reports users or refresher training. The course will cover viewing reports, downloading data by using centrally defined policies (procedures that extract data from reports) and for creating policies for advanced users.

Please complete and return the attached registration form electronically to Lewis Brooks at [Lewis.Brooks@state.de.us](mailto:Lewis.Brooks@state.de.us) or by FAX (744-1045) by November 24<sup>th</sup>. If you have questions, please phone Mr. Brooks at 744-1039.

Attachment

## DFMS Reports User Training Form

Complete the form below with all information for your DFMS users. **Please be sure to enter the 6-digit budget unit agency number for your agency and YOUR 7-DIGIT phone number.**

**NOTE:** Use the **TAB** key, **NOT** the **ENTER** key to advance to the next field. No abbreviations, please.

*To make more records (lines) to add more people, place your cursor on the far right (outside the grid box) and press return.*

First Name	Last Name	Organization Code	Phone	DFMS ACF2 Log-on	Training Date
Example:					
Lewis	Brooks	25-05-01	744-1039	FFMSLAB	02/18/03

**Return this form by November 24, 2004 to:**

Lewis Brooks at [Lewis.Brooks@state.de.us](mailto:Lewis.Brooks@state.de.us)

*For those without Internet or electronic file transfer capability, fax your form to:*

**FAX # 302-744-1045**

**All classes will be held at the Department of Technology and Information (DTI) at 801 Silver Lake Plaza, William Penn Building in Dover. If you need directions or have questions, please contact Lewis Brooks @ 302-744-1039.**